

Message

From: Frank, Jessica [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A15A5C1E9FCD440BB9A32B49FE711108-FRANK, JESS]
Sent: 1/30/2019 6:49:44 PM
To: Guiseppi-Elie, Annette [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=63d3e2eae9c4acba2609baa90b0f735-Guiseppi-El]
Subject: RE: ORD Advance Notification
Attachments: JFrank-STICS-Review-Draft-013019.docx

Hello Annette,

Attached is a copy of the latest draft of our manuscript **Ex. 5 Deliberative Process (DP)**
Ex. 5 Deliberative Process (DP) anticipate a draft will be completed prior to our meeting tomorrow for your review.

Looking forward to our meeting!

Sincerely,
Jessica Frank

From: Smith, Emily J.
Sent: Tuesday, January 29, 2019 5:10 PM
To: Frank, Jessica <frank.jessica@epa.gov>
Cc: Mehaffey, Megan <Mehaffey.Megan@epa.gov>; Tornero-Velez, Rogelio <Tornero-Velez.Rogelio@epa.gov>; Guiseppi-Elie, Annette <Guiseppi-Elie.Annette@epa.gov>
Subject: RE: ORD Advance Notification

Hi Jessica,

The Advanced Notification process is actually handled by NERL line management, not communications, although communications is certainly part of the process. I'm copying Annette here, since she's the one who sends in the NERL Advance Notifications to ORD-IOAA after they've been prepared by the PI and approved by the appropriate division management. Annette can let you know whether she thinks your paper needs to go through Advanced Notification.

In case you need it, I've attached the Advanced Notification instructions that ORD issued. In a nutshell, you'll need to:

- Develop an Internal Fact Sheet summarizing your paper that follows the template outlined on page 6 of the attached Advance Notification Instructions. Your division management will need to approve your fact sheet and send it to Annette, along with your manuscript. Annette will review your materials and then send the Advance Notification packet to ORD-IOAA along with an explanatory email. Your internal fact sheet should have these sections:
 - Title of paper
 - Name of journal you're submitting to
 - Authors
 - Author affiliations
 - Impact Statement
 - Background
 - Study Description
 - Results
 - Conclusion
 - Partners Engaged
 - Contact

I've attached, as an example, an Advance Notification packet about a PFAS paper that NERL submitted to ORD-IOAA.

After your paper has been submitted to ORD-IOAA for Advance Notification, I'll develop an EPA Desk Statement, and if necessary, a Communications Plan. (Communications Plans aren't needed for every paper – just ones that involve a big rollout, stakeholder notifications, or deal with sensitive topics.)

Hope that helps!

-Emily

Emily J. Smith
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E-mail: smith.emily@epa.gov

From: Frank, Jessica
Sent: Tuesday, January 29, 2019 4:00 PM
To: Smith, Emily J. <Smith.Emily@epa.gov>
Cc: Mehaffey, Megan <Mehaffey.Megan@epa.gov>; Tornero-Velez, Rogelio <Tornero-Velez.Rogelio@epa.gov>
Subject: ORD Advance Notification

Hi Emily,

Ex. 5 Deliberative Process (DP)

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Any information you have on the process will be greatly appreciated. Please let me know if you require any additional details on the project.

Thank you,
Jessica

ORISE Research Fellow
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